



# Staff Code of Conduct Policy

<b>Approved by:</b>	Trust Board
<b>Created:</b>	March 2018
<b>Amended:</b>	July 2018 March 2021 June 2023 June 2025
<b>New review date:</b>	June 2027

## STAFF CODE OF CONDUCT

### INTRODUCTION AND SCOPE OF SCHOOLS WITHIN HUMBER EDUCATION TRUST

This Code of Conduct sets out the standards of behaviour for all staff employed by Humber Education Trust so they know what is expected of them and are treated fairly.

All staff are in a unique position of influence and must adhere to behaviour that sets a good example to all pupils within their own individual school and their school community. This Code of Conduct should also be read alongside the school's own individual Staff Code of Conduct.

Humber Education Trust requires that all staff, including volunteers, trustees and governors read (and if necessary seek clarification) and understand this Code of Conduct, as everyone is required to comply with it.

The document applies to all adults working in Humber Education Trust and the school they are deployed to work within whatever their position, role or responsibilities and is therefore aimed at all staff and volunteers.

The Code is predominantly geared towards safe working practices for the protection of children and in this connection should be read in conjunction with the Safeguarding Policy and Keeping Children Safe in Education to ensure safe working practices. However, the Code also encompasses other general aspects of conduct expected within Humber Education Trust.

The Code cannot cover every eventuality. Its purpose is to show the standard expected of employees, but it does not replace the general requirements of the law.

In respect of teachers specifically, they are governed by the Teachers' Standards (Part Two) which came into effect on the 1st September 2012 which relates to their personal and professional conduct.

Support staff as part of their terms and conditions of employment under the NJC for Local Government Services, National Agreement on Pay and Conditions of Service – are subject to Para 2 (2.1) Official Conduct whereby: -

'Employees will maintain conduct of the highest standard such that public confidence in their integrity is sustained'.

This document will form part of a new employee's induction. This Code can be accessed via the shared policy drive or from the school office.

Each school will also be required to raise awareness of the Code through staff meetings and other communications. Staff will be asked to confirm that they have received/accessed the document.

If this Code is breached by an employee, then disciplinary action can be considered by the school/Humber Education Trust.

### GENERAL STANDARDS OF BEHAVIOUR

It is not possible to provide examples of what is or is not appropriate behaviour and conduct in all circumstances. All staff employed within Humber Education Trust are expected to make responsible and reasonable decisions and act in the best interests of the Trust and their own school as well as the welfare of the pupils.

## **Personal Standards**

Humber Education Trust expects the work, conduct, and integrity of all staff, including volunteers and governors to be of a high standard. Staff are accountable for their actions and must respect the management structure of the school they are deployed to work within. All staff have a duty of care to the pupils, their families and to their colleagues. It is expected that staff remain professional at all times, in their dealings with all stakeholders, with regards their behaviour, conduct, conversations and actions. The professional expectations of staff in roles across the organisation are also detailed in the relevant professional standards and individual job descriptions.

## **Smoking, Alcohol and Drugs**

Staff will not consume or be under the influence of illegal drugs or alcohol or smoke while on duty or on any school premises. Humber Education Trust and its schools will take all reasonable steps to prevent a member of staff carrying out work-related activities if they are considered to be unfit/unsafe to undertake the work as a result of alcohol consumption or substance abuse.

Alcohol may be consumed responsibly on the school premises when the Head teacher/CEO has given express permission, such as during an evening or weekend social function or a celebration event.

## **Dress Code**

Staff within Humber Education Trust are expected to take a safe and sensible approach to dress and appearance, cleanliness and personal hygiene and must present a positive image of Humber Education Trust and should act as a role model for pupils. Staff will be required to wear, where provided, Personal Protective Equipment (PPE).

Humber Education Trust expects staff and management to take a sensible approach to the suitability of 'work wear' in relation to the activity being undertaken. Staff should ensure that they dress in a manner which would be considered by others as appropriate to the task, with due regard to health and safety and with setting a good example and being a positive ambassador for the school and the Trust in mind.

## **Personal Relationships**

Humber Education Trust recognises that employees who work together may form personal friendships and, in some cases, close personal relationships. Whilst it does not wish to interfere with these personal relationships, it is necessary to ensure that all staff behave in an appropriate and professional manner at work.

Any member of staff who is involved in a close personal relationship with a colleague, trustee, governor, contractor or supplier must not allow that relationship to influence his/her conduct while at work or bring any personal matters into work.

## **Conduct with Pupils**

Humber Education Trust expects high standards of behaviour to be promoted at all times in lessons and throughout every aspect of a school's life. All members of staff and the Local Governing Body are expected to set high standards and use a positive approach to behaviour management, building positive and appropriate relationships with children and young people.

## **Confidentiality**

Humber Education Trust recognises that personal information is usually confidential. It should only be shared with the permission of the individual concerned, or unless the disclosure of confidential personal information is necessary in order to protect a child. In all circumstances, information must be confined to those people directly involved in the

professional network of each individual child and on a strict “need to know” basis for example a Designated Safeguarding Lead.

Humber Education Trust expects staff not to be ‘drawn’ into discussions which relate to sensitive Trust/school matters or matters regarding an individual child, colleague, group of children or their families. This includes discussions beyond the school community, such as with friends or own families. Details relating to children are confidential and should only be shared with staff, as part of their professional role or with the parents/guardians of the child in question.

Humber Education Trust expects confidential records, including those in hard copy, on a laptop or on a mobile device to be kept securely at all times.

Furthermore, Humber Education Trust expects an employee must not, either during their employment (unless in the proper performance of their duties), or after its termination (unless expressly authorised by Humber Education Trust or required by law), disclose to any unauthorised person or use any confidential information or trade secrets relating to the business or affairs of Humber Education Trust in respect of which it or they may be bound by a duty of confidentiality to a third party. Such information shall include without limitation: -

- Business contacts, associates, lists of customers and suppliers and details of contracts with them in relation to the business of Humber Education Trust or any of its schools
- Identities of potential customers and suppliers with whom the Humber Education Trust or any of its schools are negotiating;
- Sales, expenditure levels and buying and pricing policies including details of percentage mark-up of profit and discounts;
- Management accounts, trading statements, statistical information and other financial reports and budgets;
- Corporate and marketing strategy, business development plans, sales reports and research results and forecasts;
- Details of the employees and officers of Humber Education Trust or any of its schools including their remuneration and other benefits paid to them;
- Details of views expressed by the Governing Body and others in meetings of Humber Education Trust or any of its schools;
- Presentations, tenders, projects, joint ventures or acquisitions and developments contemplated, offered or undertaken by Humber Education Trust or any of its schools
- Any documents marked "Confidential".

A disclosure, or misuse of confidential information, during the course of an employee’s employment may be treated by Humber Education Trust as gross misconduct and grounds for termination of an employee’s employment without notice.

For the avoidance of doubt, this clause does not affect the ability to make a protected disclosure under the Public Interest Disclosure Act 1998.

### **Use of School Facilities and Equipment**

Humber Education Trust is entitled to expect at least the same standard of care of its property as employees give to their own property. Any facilities, property or equipment provided by Humber Education Trust and its schools should only be used in connection with official duties except where the Head teacher/CEO and governors has agreed to private use.

When a member of staff ceases working for Humber Education Trust, all papers and other records, equipment and any other property of Trust/school must be returned. This includes all paper and electronic records relating to an individual school and any pupils.

## **Use of Mobile Phones**

Humber Education Trust doesn't expect staff to make or receive calls or texts during pupil contact work times or at any time in the presence of children, unless they have permission from the head teacher in the case of emergency situations. The only exception is at lunchtime or during breaks. Personally-owned mobile phones and devices must be switched off or on silent at all times. The Bluetooth functionality of a mobile phone should be switched off during school time and may not be used to send images or files to other mobile phones. Mobile phones and personal devices are not permitted to be used in certain areas within the school site such as classrooms and toilets. In an emergency, staff should preferably be contacted on the school's 'landlines'. If an urgent message is expected, staff are expected to inform the office staff to ensure any messages are swiftly passed on.

Mobile phones should not be left out or visible to pupils. Mobile phones should not be used to take photographs or videos; official school cameras must be used always.

Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. HET accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.

## **Use of School Vehicles**

Humber Education Trust expects that any personnel e.g. trustees, staff, volunteers and governors should not give lifts to pupils without clearing it with a senior member of staff. Two members of staff should accompany any children in cars where possible. Staff must comply with current health and safety regulations in the interests of their own safety. The individual school policy in relation to transport and travel must be adhered to at all times.

## **Gifts and Hospitality**

Staff are permitted to accept gifts and hospitality of a minor nature such as small gifts from parents or pupils to staff as a token of appreciation or promotional items from suppliers that are routinely given to a wide range of people (e.g. calendars, notepads, pens, etc.). Gifts with an estimated value exceeding £50 should be referred to the Headteacher and may only be accepted with express permission.

All trustees, governors, staff and the Head teacher/CEO must never accept: -

- Cash or monetary gifts.
- Gifts or hospitality offered to your husband, wife, partner, family member or friend.
- Gifts or hospitality from a potential supplier or tendered in the immediate period before tenders are invited or during the tender process.
- Lavish or extravagant gifts or hospitality, even if they relate to activities in your own time.

## **Conduct Outside Work**

Staff must not engage in conduct outside work that could seriously damage the reputation and standing of Humber Education Trust/the school or the employee's own reputation or the reputation of other members of the school community.

In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and lead to disciplinary action. Staff must exercise caution when using information technology and social media platforms in particular. They must be aware of the risks to themselves and others and must ensure that nothing is posted on a social media platform that could bring themselves, the school or the Trust into disrepute.

Staff may undertake work outside of Humber Education Trust, either paid or voluntary, provided that it does not conflict with the interests of the Trust or the school nor be to a level

that may contravene the working time regulations or affect an individual's work performance. Humber Education Trust expects all staff to declare any additional work as per their contract of employments.

### **Social Networking Sites**

Humber Education Trust recognises that social networking sites and blogging are extremely popular. However, staff must not post material which damages the reputation of the Trust or the school or which causes concern about their suitability to work with children and young people. Those who post material which could be considered as inappropriate could render themselves vulnerable to criticism or allegations of misconduct. All staff, volunteers and governors must be vigilant and share concerns and report incidents of this nature. Staff must adhere to the school's procedures on social networking.

Staff should remain mindful of their digital footprint and exercise caution in all their use of social media or any other web-based presence they have. This includes written content, videos or photographs and views expressed either directly or by 'liking' certain pages or posts or following certain individuals or groups.

The school/Trust respects employees' and volunteers' rights to a private life. However, it must also ensure that confidentiality and its reputation are protected. Employees using social networking websites, web forums or 'blogs' in their private life:

- must refrain from identifying themselves as working for the school in a way which has, or may have, the effect of bringing the school/trust into disrepute.
- must not identify other school/trust employees, volunteers or pupils.
- must not make any defamatory remarks about the school/trust; pupils/students; staff or volunteers; parents/ carers; associated professionals or contractors; or conduct themselves in way that is detrimental to the reputation of the school/trust.
- disclose personal data or information about the school/trust; pupils/students; staff or volunteers; parents/ carers; associated professionals or contractors that could breach the Data Protection Act 1998, for example, posting photographs or images of pupils/students or colleagues.
- must not allow pupils/students or their parents/carers to access their personal social networking accounts and where they are contacted by a pupil or parent/ carer, bring it to the attention of the Headteacher/CEO.

### **Work Related Social Events**

Although work related social events usually take place away from the school and on occasion, outside of normal working hours, this code of conduct applies to such events.

Specifically, the following principles will apply:

- Staff should consume alcohol responsibly at work-related social events, irrespective of whether the school provides or pays for the drinks.
- Staff must not behave in any way at any work-related social event that could bring Humber Education Trust or the school's name into disrepute.

### **Tidiness**

Humber Education Trust expects that it is the responsibility of all staff to ensure their school is tidy and orderly.

## **SAFEGUARDING**

Everyone who comes into contact with children and their families has a role to play in safeguarding children. All staff have a duty to safeguard pupils from: -

- physical abuse
- sexual abuse
- emotional abuse
- neglect

Humber Education Trust expects that all staff will be familiar with and understand the school's policies and procedures for safeguarding children and vulnerable young adults. In addition, all staff have a responsibility to comply with the relevant statutory guidance on safeguarding including the most recent Keeping Children Safe in Education (KCSIE) and the school's Safeguarding Policy.

Staff are expected to know who is the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead for their own school and have familiarised themselves with Humber Education Trust's Whistleblowing Policy.

New staff will receive safeguarding training as part of their induction and all staff will receive updated training on a regular basis and in accordance with statutory guidance.

### **E-Safety/ On –Line Safety**

All staff must exercise caution when using information technology and be aware of the risks to themselves and others. Staff must ensure that they comply with the school's e-Safety Policy at all times.

## **GENERAL DATA PROTECTION REGULATIONS (GDPR)**

Humber Education Trust expects all staff, trustees and governors not to disclose any information about pupils, staff colleagues or governors to members of the public. Only approved staff and governors should communicate to the media about the Trust or an individual school.

All personal data must be kept secure. The storage of data on a hard disk or memory stick is insecure. To make such storage more secure it must be password protected or encrypted. The safest long-term storage of data should be the individual school's identified shared area. Staff must ensure that any school policy is fully adhered to when taking photographs of children.

All employees within Humber Education Trust will be required to give their consent to the processing of personal data for the purposes of an employee's employment, for administrative purposes and for the purposes of complying with applicable laws, regulations and procedures. In addition, an employee will be required to give their consent to Humber Education Trust for the processing of sensitive data (as defined by the Data Protection Act 1998) relating to an employee and in particular relating to their physical and/or mental health or condition, trade union membership and racial or ethnic origins, for the purposes set out above. In addition, further consent that Humber Education Trust may, when necessary for these purposes, make such data available to its advisers, to parties providing products and/or services to Humber Education Trust (including, without limitation, IT systems suppliers, pension, benefits and payroll administrators), to regulatory authorities (including HM Revenue & Customs), and as required by law.

All employees within Humber Education Trust therefore agree that where, during their employment with any school within HET, they process personal data (whether relating to prospective, current or future employees of Humber Education Trust at any time, clients or

customers of Humber Education Trust or any other persons including pupils) will comply at all times with relevant legislation in particular the Data Protection Act 1998.

The Trust will process your personal data, including special category data, for the purposes of your employment, for administrative purposes and for the purposes of complying with applicable laws and regulations. All staff are issued with a School's Workforce Privacy Notice which will be updated as necessary. At any time during your employment you may ask for information about how your personal data is processed or request a copy of the information we hold about you.

### **COMPUTER INTERNET/SOCIAL MEDIA/TELEPHONE USAGE**

Any person using the telephone, a mobile phone provided by Humber Education Trust, social media, computer/laptop, email and internet systems may be monitored from time to time by Humber Education Trust. Staff therefore do not have an expectation of privacy. Such monitoring, including by CCTV, will be for legitimate purposes including without limitation the ensuring of compliance with statutory and legal requirements and Humber Education Trust's rules and procedures from time to time in force. You should not have any expectation of privacy in respect of your use of these systems.

### **BREACH OF THE CODE OF CONDUCT**

All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, up to and including dismissal, in accordance with Humber Education Trust's procedures.

### **STATEMENT**

This Staff Code of Conduct should be read in conjunction with the following policies:

Keeping Children Safe in Education  
School's Workforce Privacy Notice  
Safeguarding Policy and Procedures  
Health and Safety Policy  
Equality, Diversity & Inclusion Policy  
Anti-Harassment & Bullying Policy  
Preventing Sexual Harassment at Work Policy  
Disciplinary Policy  
Whistleblowing Policy  
Gifts and Hospitality Policy  
Acceptable usage of ICT  
Confidentiality  
E-Safety Policy  
ICT/Data Acceptable Usage Guidelines and Personal Commitment Statement  
General Data Protection Regulation (GDPR) Statement and Policy  
CCTV Policy

**Where everybody counts, every moment matters**